

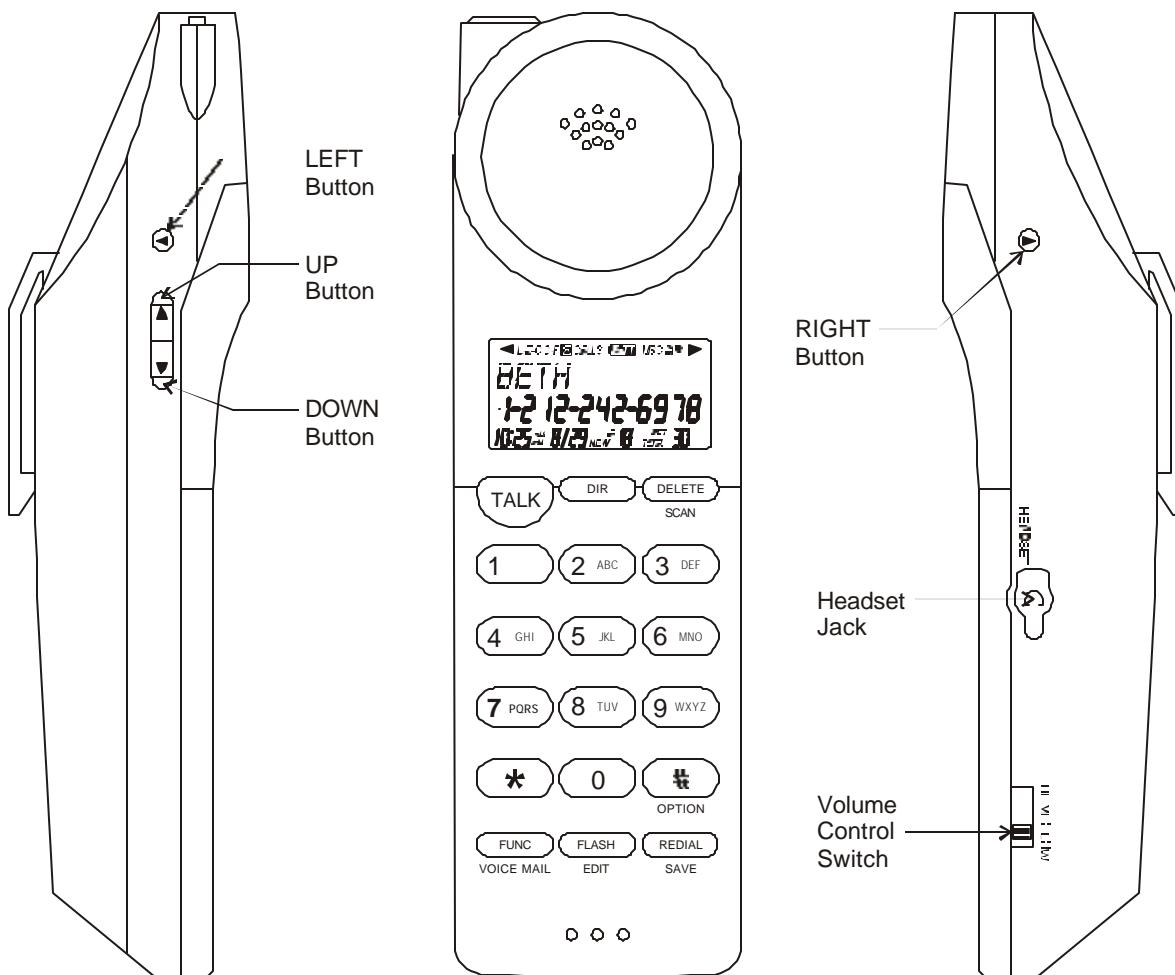
**OPERATION MANUAL**  
FOR  
**IBM 3850**

**DRAFT**

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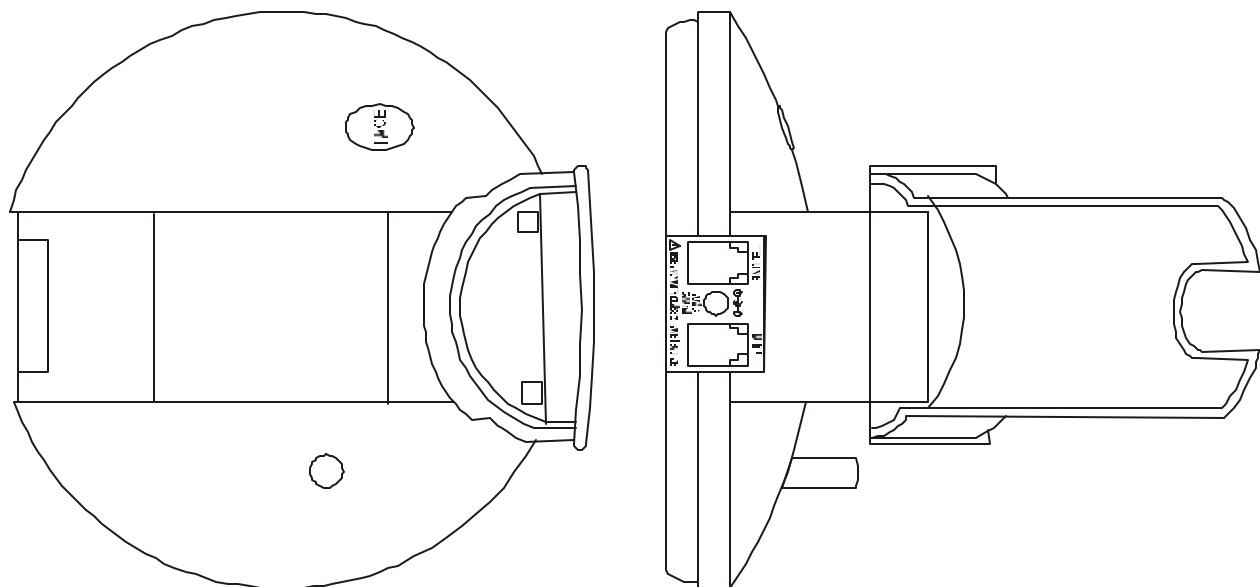
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## The Handset and Base Unit Drawing



LEFT SIDE VIEW

RIGHT SIDE VIEW



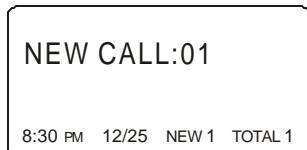
## **A. The Standby Display**

The LCD Screen will show the following display during Standby mode.

1. No new calls no time set:



2. 1 new call time set:



3. 1 call reviewed no New Calls:



4. With a message waiting:



## B. Cordless Telephone Operation

### B.1 Preparing for Use

Before you can use your cordless telephone, you must charge the HANDSET for 12 hours. Failure to do so will require recharging of the BATTERY PACK more often.

1. Place the HANDSET on the BASE UNIT for 12 hours.
2. After 12 hours, remove the HANDSET from the BASE UNIT.
3. Raise or reposition the BASE UNIT ANTENNA for the best reception.

***Before you can use your cordless telephone, you must charge the HANDSET for 12 hours. Failure to do so will require more frequent charging of the BATTERY PACK. See page 28 for more information on the BATTERY PACK.***

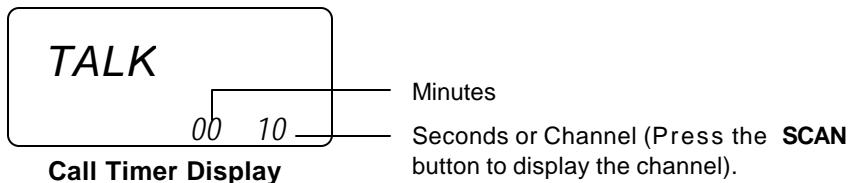
**NOTE:**

Depending on the frequency of use, once the HANDSET is fully charged, it remains functional for approximately 4 hours of continuous use and approximately 5 days when the HANDSET is off the BASE UNIT in STANDBY mode.

### B.2 Receiving Calls

1. When the phone rings, lift the HANDSET and press the **TALK** button. The HANDSET LCD Screen will display “**TALK**” and the Call Timer will start to count. The BASE UNIT IN USE LED indicator will light up.
2. Start your conversation.
3. To end your conversation, either press the **TALK** button or place the HANDSET on the BASE UNIT. When the HANDSET is placed in the BASE UNIT, all the segment in the LCD Screen will pop-up for 1 second.

NOTE: The Call Timer will start to count once you press the **TALK** button.



### B.3 Placing Calls

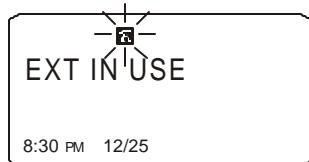
1. Press the **TALK** button, the LCD Screen will show “CONNECTING” for 2 seconds and then display “**TALK**” and the Call Timer starts to count. The BASE UNIT IN USE LED indicator will light.
2. Listen for a dial tone.
3. Dial the phone number.
4. When you have finished your call, press the **TALK** button again or place the HANDSET on the BASE UNIT.

**OR**

1. Dial the phone number.
2. The LCD Screen shows “**DIAL?**” and the dialed number.
3. Press the “**TALK**” button and the unit will dial the number. The BASE UNIT IN USE LED indicator will light up.
3. When you have finished with your call, press the **TALK** button again or place the HANDSET on the BASE UNIT. When the HANDSET is placed in the BASE UNIT, all the segment in the LCD Screen will pop-up for 1 second.

## B.4 Extension Phones

Extension telephones can be connected. This telephone can detect when an extension phone is being used whether the HANDSET is ON-HOOK or OFF-HOOK. When you lift the HANDSET and an extension phone is being used, "EXT IN USE" will be displayed and simultaneously the PRIVATE CALL indicator will blink on the LCD Screen. This means that an extension telephone is in use. You will have to wait until the line is free to make a call.



While you are having a phone conversation then suddenly the BASE UNIT IN USE LED indicator blinks, this indicates that an extension phone is lifted or goes OFF-HOOK.

## B.5 Using the Headset Feature

Your telephone can utilize a headset (not included) to be connected to your HANDSET for you to enjoy hands-free communication. Insert the small plug at the end of the headset into the HEADSET JACK at the right side of the HANDSET. Follow the procedures discussed in "Receiving Calls" and "Placing Calls" to receive and place a call. When you plug the headset plug into the HEADSET JACK it automatically mutes the MICRPHONE and SPEAKER of the HANDSET. Unplug the headset to return the HANDSET to normal use.

Headsets are available at most retail outlets that sell telephone equipment. The HEADSET JACK is compatible with 2.5 mm headset plugs only.

## B.6 Redial Feature

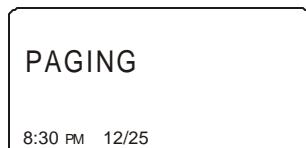
1. If you get a busy tone, press the **TALK** button or place the HANDSET on the BASE UNIT to hang up.
2. Later, press the **TALK** button again.
3. Listen for a dial tone.
4. Press the **REDIAL** button. This will automatically redial the last telephone number you called.
5. When you have finished with your call, press the **TALK** button again or place the HANDSET on the BASE UNIT.

## B.7 Out of Range Warning

While having a phone conversation and you take the HANDSET too far away from the BASE UNIT, the HANDSET emits "beep" sounds to warn you that the background noise level is too high for proper communication between the HANDSET and the BASE UNIT. When you hear this sound, you should move closer to the BASE UNIT to reduce the noise level. Otherwise, the call will automatically cut off.

## B.8 Handset Paging

To look for a misplaced HANDSET, press the PAGE button in the BASE UNIT and the HANDSET will "beep" and the LCD Screen will display "**PAGING**". To stop the beeping, press the PAGE button again or press any button in the HANDSET.



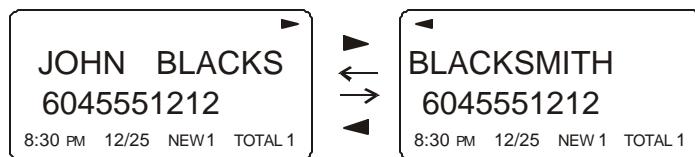
## C. *Caller ID System*

This telephone automatically displays an incoming caller's name and telephone number together with the date and time of the call. It records up to 80 calls and stores the data in Memory.

**IMPORTANT:** You must subscribe to the Caller ID service from your local telephone company to utilize this feature.

### C.1 *Viewing Caller Information During Incoming Calls*

1. When there is an incoming call, the name and the telephone number of the caller will automatically appear after the first ring. Press the SHIFTRIGHT (⇨) button to view a name of more than 11 digits.



**OR**

Caller's telephone number will appear if the caller's name is not available.

**OR**

"UNAVAILABLE" will appear if the origin of the incoming call has no name and does not support the Caller ID system.



**OR**

"PRIVATE" will appear if the caller's name and/or telephone number is blocked.



**OR**

"EXT IN-USE" will appear when an extension phone is being used.

**OR**

"DATA ERROR" will appear if the wrong data was received from the telephone line.

**OR**

The name stored in the DIRECTORY will appear for an incoming call with matching telephone numbers.

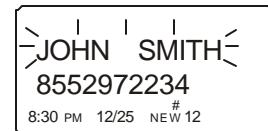
### C.2 *"MSG WAITING" (Message Waiting)*

The MSG WAITING GREEN LED indicator will blink when there is a message for you from your telephone company if you have subscribed to Voice Mail message service and if you have requested Visual Message Indication from your local telephone company. "MSG WAITING" will appear on the LCD Screen in STANDBY mode and at the "MSG" icon will pop-up simultaneously.

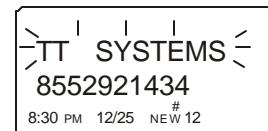
### C.3 **Call Waiting**

When you subscribe to a Call Waiting service from your local telephone company, this telephone will display the name and number of the second caller while you are having a phone conversation with your first caller.

1. When you are having a conversation, this telephone will automatically display the name and number of the second caller. The name will be blinking.
2. Press the **FLASH** button to answer the second caller. The first caller's name and number will be displayed. The name will be blinking.
3. When you have finished, press the **FLASH** button to continue with your conversation with the first caller.



SECOND CALLER



FIRST CALLER

If you do not want to interrupt your phone conversation with the first caller, you can advise the second caller to leave a Voice Mail message instead.

### C.4 **Voice Mail Function**

When there is a Voice Mail message for you, this telephone emits a Stutter Dial Tone and at the same time the "MSG" icon on the LCD Screen and the MESSAGE WAITING LED indicator will blink.

1. To access your Voice Mail message, press the **TALK** button.
2. After you hear a dial tone, press the **VOICE MAIL** button. This will automatically dial the Voice Mail Post Code in your area and connect you to the Voice Mail service provider.

You should store the Voice Mail Post Code number by using the VOICE MAIL function. You can also call your Voice Mail service provider by dialing the Voice Mail Post Code number after pressing the **TALK** button.

### C.5 **"C-F" (Forwarded Call)**

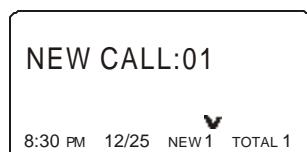
Appears on the upper left hand side, when the incoming call has been assigned to your telephone number.

### C.6 **"L-D-C" (Long Distance Call)**

Appears on the upper left hand side, when the incoming call is a long distance call and the service is provided by your local telephone company.

### C.7 **Caller List**

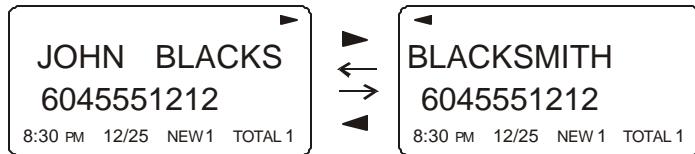
Records call information for up to 80 incoming calls such as caller's name and telephone number together with the date and time of the call. After recording a new incoming call, the NEW CALL indicator will blink and the LCD Screen will look as shown below:



Number of New Calls  
Maximum calls = 80

### C.7.1 Viewing the Caller List

1. Press the SCROLL DOWN (↓) button to view the latest Caller ID record, or press the SCROLL UP (↑) button to view the first Caller ID record, press the SHIFT RIGHT (⇨) button if the name has more than 11 digits.



2. Press the **DIR** button to go back to STANDBY mode. (If no active buttons are pressed for 20 seconds or you have viewed the last Caller ID record in the Caller's List, the LCD Screen will automatically return to STANDBY mode.)

### C.7.2 Placing a Call from the Caller List

1. Press the SCROLL DOWN (↓) button to select from the latest Caller ID record, or press the SCROLL UP (↑) button to select from the first Caller ID record.
2. Press the **OPTION** button to toggle the telephone number to form 7-DIGIT for a local call, or 10-DIGIT for a local call with area code, or the 1+ DIGIT for a long distance call.
3. When the desired option is displayed, press the **TALK** button to dial back the number.
4. To end your conversation, either press the **TALK** button or place the HANDSET on the BASE UNIT.

### C.7.3 Saving the Name and Number in the Caller List into the DIRECTORY

1. Press the SCROLL UP (↑) or DOWN (↓) button to find the caller.
2. Press and hold down the **SAVE** button. The unit will automatically add "1" at the beginning of a 10-DIGIT number that is saved.

**NOTE:** It is not advisable to save a telephone number without the corresponding name. This will lead to improper display on **PRIVATE** and **UNAVAILABLE** calls.

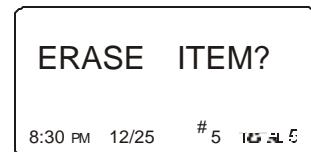
### C.7.4 Deleting All Records in the Caller List

1. Press and hold down the **DELETE** button for 2 seconds while in Caller list. The LCD Screen will show a prompt "ERASE ALL?".
2. Press the **DELETE** button to confirm and the LCD Screen will show "ALL ERASED" for 2 seconds then return to the time date screen.



### C.7.5 Selective Deleting in the Caller List

1. Press the SCROLL UP (↑) or DOWN (↓) button to find the Caller ID record.
2. Press the **DELETE** button and the LCD Screen will prompt "ERASE ITEM?"
3. Press the **DELETE** button again to confirm and the unit will erase the corresponding record and then display the next Caller ID record in the Caller List.
4. Press the **DIR** button to return to STANDBY mode.

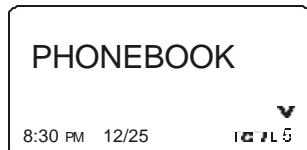


## C.8 Name and Telephone Number DIRECTORY

This DIRECTORY lets you scroll through the list to find the record you need for one touch dialing. You can store up to 40 names and telephone numbers in the Memory.

### C.8.1 Viewing the DIRECTORY

1. Press the **DIR** button. The LCD Screen will display “PHONEBOOK.”



Number of Records stored.

2. Press the SCROLL UP( $\uparrow$ ) or DOWN ( $\downarrow$ ) button to find the one you need, press the SHIFT RIGHT ( $\Rightarrow$ ) button if the name or telephone number is more than 11 digits.

**NOTE:** To exit the DIRECTORY List at anytime, press the **DIR** button.

### C.8.2 Speed Viewing the DIRECTORY

1. Press the **DIR** button.
2. Enter the first letter of a name using the Telephone keypad buttons. Press the key button that bears the desired letter and the unit will jump depending on whether there is an entry that has one of the letters. The unit will emit a double beep tone when a key is pressed but there is no record that matches for its corresponding letters.
3. Press the SCROLL DOWN ( $\downarrow$ ) button to find all names with the same first letter.

### C.8.3 Saving in the DIRECTORY

1. Press the **DIR** button.
2. Press the **EDIT** button.
3. Use the TELEPHONE KEYPAD 2~9 buttons to enter the name, you can store up to 18 characters.
4. Press the SCROLL DOWN ( $\downarrow$ ) button once.
5. Enter the telephone number using the TELEPHONE KEYPAD 0~9 buttons. You can store up to 22 digits.
6. Press and hold down the **SAVE** button.
7. Press the **DIR** button to return to STANDBY mode. (If no active buttons are pressed for 20 seconds, the LCD Screen will automatically return to STANDBY mode.)

**NOTE:** The unit will not save a duplicate telephone number or a name without the corresponding telephone number in the DIRECTORY.

#### C.8.4 **PREFERRED CALLS**

You can assign a PREFERRED CALL which will generate a special ringer sound at the start of the second ring to any welcome caller in the DIRECTORY. When you are saving the name and number into the DIRECTORY, add a “#” mark at the beginning of the name by pressing the TELEPHONE KEYPAD (#) button.

#### C.8.5 **BLOCKED CALLS**

You can assign a BLOCKED CALL which will disable the ringer sound from the second ring to any caller in the DIRECTORY. When you are saving the name and number into the DIRECTORY, add an “\*” mark at the beginning of the name by pressing the TELEPHONE KEYPAD (\*) button.

#### C.8.6 ***Editing the Name and Number in the DIRECTORY***

1. Press the **DIR** button.
2. Press the SCROLL UP(↑) or DOWN (↓) button to find the record you want to edit.
3. Press the **EDIT** button to edit the name.



4. Press the SHIFT LEFT (↔) or RIGHT (↔) button to move the cursor to the character you want to change. To add, use the TELEPHONE KEYPAD 2~9 buttons. To erase, press the **DELETE** button.
5. Press the SCROLL DOWN (↓) button to edit the number.
6. Press the SHIFT LEFT (↔) or RIGHT (↔) button to move the cursor to the number you want to change. To add, use the TELEPHONE KEYPAD 0~9 buttons. To erase, press the **DELETE** button.



7. Press and hold down the **SAVE** button to confirm.

When no active buttons are pressed for 20 seconds, the LCD Screen will automatically return to STANDBY mode.

**IMPORTANT:** It is not advisable to save a telephone number without the corresponding name in the DIRECTORY. This will lead to improper displays on “PRIVATE” and “UNAVAILABLE” calls.

### C.8.7 *Editing the Number in the DIRECTORY before Dialing*

1. Press the **DIR** button.
2. Press the SCROLL UP( $\uparrow$ ) or DOWN ( $\downarrow$ ) button to find the caller.
3. Press the **EDIT** button to edit the number.
4. Press the SCROLL DOWN ( $\downarrow$ ) button to move the cursor to the telephone number line.



5. Press the SHIFT LEFT ( $\leftarrow$ ) or RIGHT ( $\rightarrow$ ) button to move the cursor to the number you want to change. To erase, press the **DELETE** button. To add, use the TELEPHONE KEYPAD 0~9 buttons.
6. Press the **OPTION** button to toggle the telephone number to form 7-DIGIT for a local call, or 10-DIGIT for a local call with area code, or the 1+ DIGIT for a long distance call.
7. When the desired option is displayed, press the **TALK** button to dial back the number.
8. To end your conversation, either press the **TALK** button or place the HANDSET on the BASE UNIT.

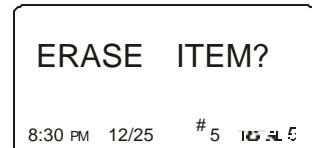
**NOTE:** If you want to save the edited number in the DIRECTORY, follow steps 1 through 5 and then press and hold down the **SAVE** button.

### C.8.8 *Placing Calls from the DIRECTORY*

1. Press the **DIR** button.
2. Press the SCROLL UP( $\uparrow$ ) or DOWN ( $\downarrow$ ) button to find the record you want to call.
3. Press the **OPTION** button to toggle the telephone number to form 7-DIGIT for a local call, or 10-DIGIT for a local call with area code, or the 1+ DIGIT for a long distance call.
4. When the desired option is displayed, press the **TALK** button to dial back the number.
5. To end your conversation, either press the **TALK** button or place the HANDSET on the BASE UNIT.

### C.8.9 *Selective Deleting in the Directory*

1. Press the **DIR** button.
2. Press the SCROLL UP( $\uparrow$ ) or DOWN ( $\downarrow$ ) button to find the Phonebook record.
3. Press the **DELETE** button and the LCD Screen will prompt “**ERASE ITEM?**”
4. Press the **DELETE** button again and the unit will erase and then display the next record in the Phonebook.
5. Press the **DIR** button to return to STANDBY mode.

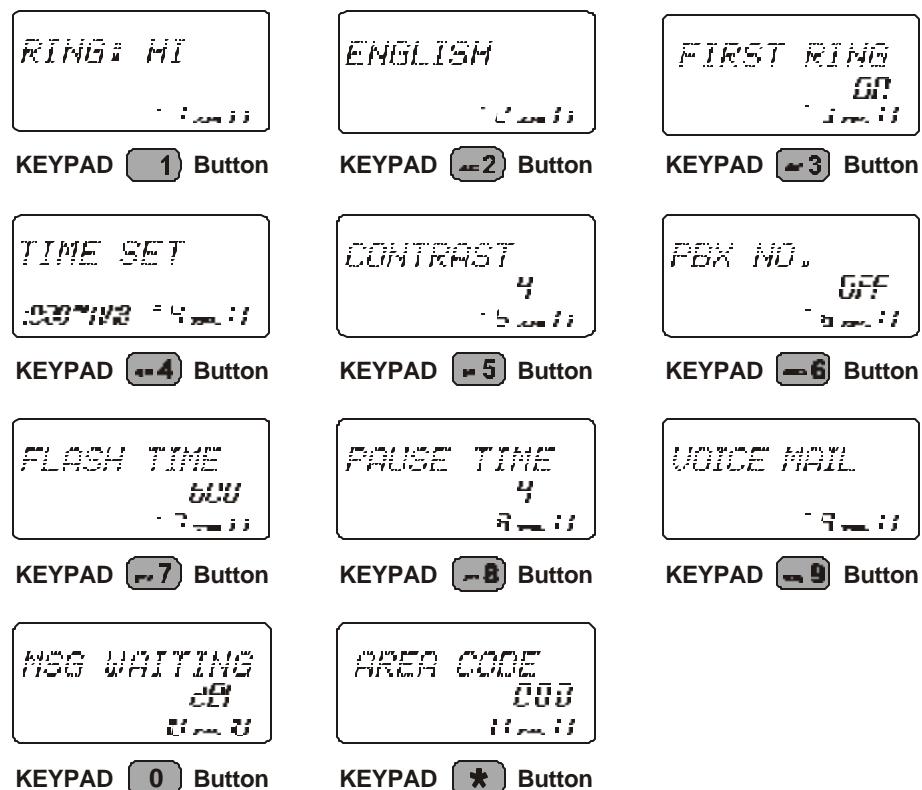


## C.9 Function Operation

This unit contains the following special functions:

A. RING: HI	F. PBX NUMBER	K. AREA CODE
B. LANGUAGE	G. FLASH TIME	
C. FIRST RING	H. PAUSE TIME	
D. TIME SET	I. VOICE MAIL	
E. LCD CONTRAST	J. MSG WAITING	

To access, press and hold the **FUNC** button for 2 seconds while in STANDBY mode, then press the resoective TELEPHONE KEYPAD buttons or the SCROLL DOWN (↓) button.



### C.9.1 RING: HI

This function enables you to adjust the ringer volume from HI, LOW and OFF as desired.

1. Press and hold the **FUNC** button for 2 seconds.
2. Press the TELEPHONE KEYPAD (1) button.
3. Press the **EDIT** button.
4. Press the SCROLL UP (↑) or DOWN (↓) button to adjust the ringer volume suitable for your convenience. You can also adjust the ringer volume by pressing the following TELEPHONE KEYPAD buttons; (1) for HI, (2) for LOW, or (3) for OFF. HI is the preset ringer volume.
5. Press and hold down the **SAVE** button.
6. Press the **FUNC** button to return to STANDBY mode.

### **C.9.2 LANGUAGE**

This telephone offers English, Spanish and French languages for your convenience.

1. Press and hold the **FUNC** button for 2 seconds.
2. Press the TELEPHONE KEYPAD (2) button.
3. Press the **EDIT** button.
4. Press the SCROLL UP ( $\uparrow$ ) or DOWN ( $\downarrow$ ) button to select the language setting you desire. You can also set the language by pressing the following TELEPHONE KEYPAD buttons; (1) for English, (2) for Spanish, or (3) for French. English is the preset language.
5. Press and hold down the **SAVE** button.
6. Press the **FUNC** button to return to STANDBY mode.

### **C.9.3 FIRST RING**

This telephone will generate the first ring sound even in the BLOCKED CALL mode to indicate that you have an incoming call. To keep silent in the BLOCKED CALL mode, you can turn off the first ring sound.

1. Press and hold the **FUNC** button for 2 seconds.
2. Press the TELEPHONE KEYPAD (3) button.
3. Press the **EDIT** button.
4. Press the SCROLL UP( $\uparrow$ ) or DOWN ( $\downarrow$ ) button to select ON or OFF setting. You can also press the TELEPHONE KEYPAD buttons; (1) for ON or (2) for OFF. ON is the preset mode.
5. Press and hold down the **SAVE** button.
6. Press the **FUNC** button to return to STANDBY mode.

### **C.9.4 TIME SET**

Set the date and time.

1. Press and hold the **FUNC** button for 2 seconds.
2. Press the TELEPHONE KEYPAD (4) button.
3. Press the **EDIT** button.
4. Use the TELEPHONE KEYPAD button to enter the month, date, hour and minute. The cursor moves automatically after entering each item. Press the TELEPHONE KEYPAD (1) button for AM setting, or press the TELEPHONE KEYPAD (2) button for PM setting.
5. Press and hold down the **SAVE** button.
6. Press the **FUNC** button to return to STANDBY mode.

**NOTE:** The date and time will automatically set, if you have subscribed to the Caller ID service from your local telephone company.

### **C.9.5 LCD CONTRAST**

This unit enables you to select 8 brightness levels for the Large LCD Screen.

1. Press and hold the **FUNC** button for 2 seconds.
2. Press the TELEPHONE KEYPAD (5) button.
3. Press the **EDIT** button.
4. Press the SCROLL UP ( $\uparrow$ ) or DOWN ( $\downarrow$ ) button to adjust the brightness of the LCD Screen. Level 4 is the preset brightness.
5. Press and hold down the **SAVE** button until a confirmation “beep” is heard.
6. Press the **FUNC** button to return to STANDBY mode.

### **C.9.6 PBX NUMBER**

This unit will automatically operate in the PBX MODE ON system. You can preset the PBX number (such as an 8 or 9) while you are using a switchboard system.

1. Press and hold the **FUNC** button for 2 seconds.
2. Press the TELEPHONE KEYPAD (6) button.
3. Press the **EDIT** button.
4. Press the SCROLL UP ( $\uparrow$ ) or DOWN ( $\downarrow$ ) button. (OFF is the preset PBX number.)  
PBX MODE OFF - set for direct line access.
5. Press and hold down the **SAVE** button.
6. Press the **FUNC** button to return to STANDBY mode.

**NOTE:** When placing a call, this telephone will automatically add the PBX number and a pause time before the dialed telephone numbers.

### **C.9.7 FLASH TIME**

This unit enables you to select the standard FLASH TIME applicable to your calling area. If you are not sure of the FLASH TIME you are using, call your local telephone company.

1. Press and hold the **FUNC** button for 2 seconds.
2. Press the TELEPHONE KEYPAD (7) button.
3. Press the **EDIT** button.
4. Press the SCROLL UP ( $\uparrow$ ) or DOWN ( $\downarrow$ ) button to select the FLASH TIME. You can also set the FLASH TIME by entering the FLASH TIME number using the TELEPHONE KEYPAD 0~9 buttons. The preset FLASH TIME is 600 milliseconds.
5. Press and hold down the **SAVE** button.
6. Press the **FUNC** button to return to STANDBY mode.

### **C.9.8 PAUSE TIME**

This unit enables you to adjust the PAUSE TIME when placing a call using a switchboard system or dialing a Long Distance calls.

1. Press and hold the **FUNC** button for 2 seconds.
2. Press the TELEPHONE KEYPAD (8) button.
3. Press the **EDIT** button.
4. Press the SCROLL UP ( $\uparrow$ ) or DOWN ( $\downarrow$ ) button to adjust the pausing time. The preset pause time is 4 seconds.
5. Press and hold down the **SAVE** button.
6. Press the **FUNC** button to return to STANDBY mode.

### **C.9.9 VOICE MAIL**

This telephone enables you to store the Voice Mail Post Code number in your area. This will automatically connect you to the Voice Mail service provider with one-touch dialing.

1. Press and hold the **FUNC** button for 2 seconds.
2. Press the TELEPHONE KEYPAD (9) button.
3. Press the **EDIT** button.
4. Enter the Voice Mail Post Code number by using the TELEPHONE KEYPAD 0~9 buttons.
5. Press and hold down the **SAVE** button.
6. Press the **FUNC** button to return to STANDBY mode.

### C.9.10 **MSG Waiting (Message Waiting)**

To turn off the Message Waiting LCD Screen indicator.

1. Press and hold the **FUNC** button for 2 seconds.
2. Press the TELEPHONE KEYPAD (0) button.
3. Press the **EDIT** button.
4. Press the SCROLL UP ( $\uparrow$ ) or DOWN ( $\downarrow$ ) button.
5. Press and hold down the **SAVE** button.
6. Press the **FUNC** button to return to STANDBY mode.

**IMPORTANT:** Message Waiting LCD Screen indicator will automatically turn ON, if you have subscribed to Voice Mail message service and if you have Visual Message Indication from your local telephone company.

### C.9.11 **AREA CODE**

This telephone enables you to store the Area Code number. The Area Code number will be automatically added to the displayed telephone number when dialing using the **OPTION** function.

1. Press and hold the **FUNC** button for 2 seconds.
2. Press the TELEPHONE KEYPAD (\*) button.
3. Press the **EDIT** button.
4. Enter the Area Code number by using the TELEPHONE KEYPAD 0~9 buttons. The preset number is 000.
5. Press and hold down the **SAVE** button.
6. Press the **FUNC** button to return to STANDBY mode.

## C.10 **TELEPHONE KEYPAD Characters**

The TELEPHONE KEYPAD (2) ~ (9) buttons are used to enter characters when entering names. You can enter names in the UPPER CASE or LOWER CASE letters. Press the appropriate TELEPHONE KEYPAD button to get the following characters.

KEYPAD BUTTONS	CHARACTERS
1	SPACE 1 & ' ( ) .
2	ABCabc2
3	DEFdef3
4	GHIghi4
5	JKLjkl5
6	MNOmno6
7	PQRSpqrs7
8	TUVtuv8
9	WXYZwxyz9
*	*
0	0
#	#

**EXAMPLE:** If you want to enter the characters “Abc” on the **HANDSET** LCD Screen.

1. Press the **DIR** button.
2. Press the **EDIT** button.
3. Press the TELEPHONE KEYPAD (2) button, “A” will be displayed. The cursor will automatically move to the next character after 2 seconds.
4. Press the TELEPHONE KEYPAD (2) button for 5 times to display “b.”
5. Press the TELEPHONE KEYPAD (2) button for 6 times to display “c.”

The cursor will automatically move to the next character within 2 seconds after entering the first character. Press the SHIFT RIGHT (⇨) button to produce a space. If you want to change any character, you can go back to the incorrect character by pressing the SHIFT LEFT (⇦) button. To delete the character inside the cursor, press the **DELETE** button.

**NOTES:**

1. You can store a maximum of 18 characters on the letter icon.
2. You can store a maximum of 22 digits on the number icon.